



Missouri Department of Natural Resources Administrative Policies and Procedures

Chapter 4 Employment

Policy: Rehiring Retired Employees

Effective date

Revised

Number: 4.07

May 3, 2004

When it is in the best interest of the department, hiring of retired staff on a limited basis may be allowed. The department's goal is to employ new people and encourage permanent replacements for positions, when staff retire. However, it may be in the department's best interest to hire retired state employees for a special project or assignment to a short-term position or tasks to address a specific public need.

REFERENCES

Missouri State Employees Retirement System <http://www.mosers.org/>

Related DNR policies

Conduct and Ethics 1.01

Hiring and Promotions 4.01

DEFINITIONS

Retiree: A person who has retired from state employment and who is provided benefits by the Missouri State Employees Retirement System (MOSERS).

Seasonal or temporary: working less than 1,000 hours either continuously or intermittently in any 12 month period, starting with the date of hire.

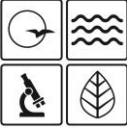
GENERAL PROVISIONS

It is the responsibility of the retiree to avoid negatively impacting state retirement benefits or social security payments through any secondary employment. Two provisions must be considered. First, if a retiree works more than 1,000 hours per year in an agency covered by the MOSERS retirement system, MOSERS benefits will be suspended for one year. For the MOSERS considerations the year begins on the date the retiree retires. For department considerations, an employee must work less than 1000 hours either continuously or intermittently, in any twelve (12) month period. A retiree is not provided holiday pay. For assistance with these provisions, please contact the Human Resources Program.

If a retiree works for the department and for an entity outside the department, provisions for approval of work outside the department as outlined in the Conduct and Ethics policy must be followed.

Retired employees hired under this policy must be hired under one of the following employment opportunities:

- To complete special project with a specific time frame.

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- To supplement or augment existing ongoing work assignments.
- To provide seasonal or temporary support.
- To utilize a retiree's special skills.

If a division wishes to rehire a retired employee, the following conditions must be met:

- The employee must be compensated at the pay level appropriate for the work being performed in their post-retirement position.
- If an employee is hired at a lower level classification than that from which they retired, the promotional formula should be applied in reserve.
- If an employee is hired at the same classification with less supervisory or other responsibility, the division will determine an appropriate adjusted hourly wage.
- A division director may waive the conditions identified above, documented through a letter to the retiree and the appointing authority.

Justification to rehire a retired employee will be provided with the hiring request. The request to rehire a retired employee is made through the chain of command to the division director for approval.